

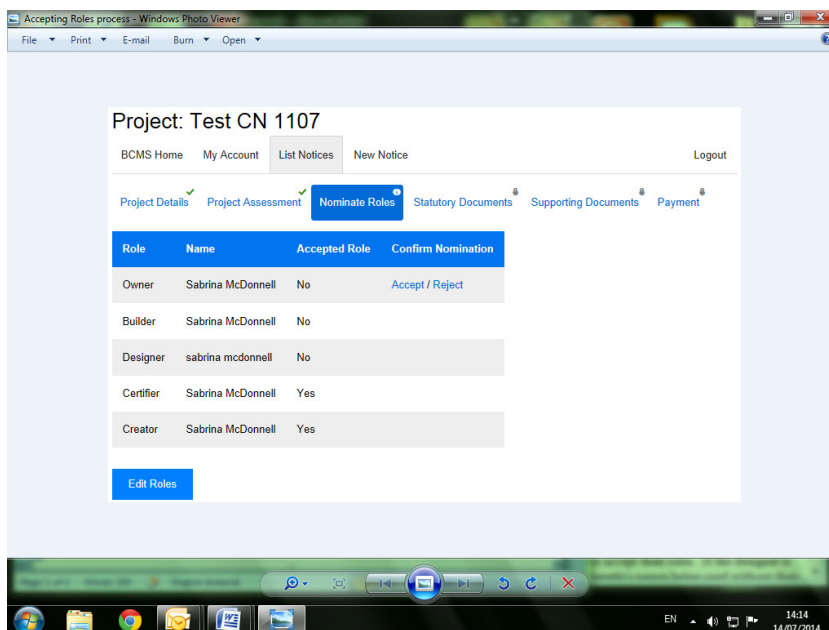
There are a couple of new items in the BCMS system which you need to be aware of:

Commencement notices – Acceptance of Roles (Changes To Note)

1. **The Roles acceptance process is now live.** This will require each stakeholder on a project to register with the system and login to accept their role. The project cannot proceed to the next stage (Uploading of documentation) until each stakeholder has accepted their role. There is also the facility for the user to Reject the role if this is appropriate. There will be email notification for each stakeholder assigned a role on a project from the date of going live which was Saturday 12th July. See screenshots attached for an illustration of what the user will see at the frontend when they login.

However for Notices which are already on the system it is not possible to notify these stakeholders with the need to accept their role. Therefore it will be necessary for either the LA to accept these roles in the CRM or notify the creator of the project of the need for stakeholders to accept their role.

2. Another item now live is the Short Commencement Notice labelled 'Commencement Notice without Documentation'. When the user selects to create a new Commencement notice there is now an option at the top of the screen 'Select Notice Type'. There is another screenshot attached showing this.



Short Form Commencement Notices

For the Short Commencement Notice Roles Acceptance process only the Builder and Owner need to accept their roles. If the designer is other than the owner or builder then they also need to accept their role (this is necessary to prevent people's names being used without their knowledge or permission). Please note the Designer assigned to a Short Commencement Notice does not need to be a registered professional. Also on the Statutory documentation tab the only requirement is the Commencement notice itself. They can upload documentation into the Supporting Documents section if they want but this is not required.

The screenshot shows a web browser window with the URL <https://www.localgov.ie/en/bcms/new-application/commencement-notice>. The page header includes the localgov.ie logo, a search bar, and navigation links for English and Gaelige. The breadcrumb trail is: Home > BCMS Home > New Notice > New Commencement Notice Application. The main content area is titled 'BCMS Home' and contains a navigation menu with 'BCMS Home', 'My Account', 'List Notices', and 'New Notice' (which is active). The form itself is titled 'New Commencement Notice Application' and includes the following fields:

- Select notice type:** A dropdown menu with 'Commencement Notice' selected and 'Commencement Notice Without Documentation' as an option.
- Local authority:** A dropdown menu with '- Select -' selected.
- Commencement date:** A text input field with the example 'E.g., 14/07/2014' and a label 'Commencement date *'.
- Proposed end date for this phase:** A text input field with the example 'E.g., 14/07/2014' and a label 'Proposed end date for this phase *'.
- Planning permission No.:** A text input field with the example 'E.g., 14/07/2014' and a label 'Date granted'.
- Date of expiry:** A text input field with the example 'E.g., 14/07/2014' and a label 'Date of expiry'.
- Project name:** A text input field with a label 'Project name *'.
- Activity type:** A dropdown menu with 'Building' selected.
- Description of proposed development:** A large text area with a label 'Description of proposed development *'. Below the text area, a note states: 'Due to space limitations, only 90 characters will appear on file for download and print. However, full description will be stored on the system for future reference.'
- Total No. of phases:** A text input field with a label 'Total No. of phases *'.